



TRANSPORTATION SURVEYOR PARTY CHIEF (CALTRANS)

Departmental Open, Non-Promotional

EXAM ID: 4TR41

Department(s):	Department of Transportation
Opening Date:	11/12/2009
Closing Date:	Continuous
Cut-off Dates:	June 30 and December 31
Monthly Ranged Salary:	\$6,8330.00 to \$8,302.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE CUT-OFF DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON

Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816

Applications will be accepted on a continuous basis. Cut-off dates for this examination are June 30 and December 31.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

This is the first professional qualified supervisory level requiring licensing as a land surveyor. As a survey party chief over field crews, incumbents are assigned administrative supervision of professional and technical staff. Incumbents also

perform a wide variety of difficult and complex professional surveying work and exercise independent professional judgment in responsible charge assignments.

ELIGIBLE LIST INFORMATION

A Departmental Open eligible list will be established for the Department of Transportation. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Possession of a valid California Land Surveyors' License. (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement.) **and**

Either I

One year of experience in the California state service performing duties comparable to a Transportation Surveyor (Caltrans), Range D.

Or II

Two years of experience in the California state service performing duties equivalent to a Transportation Surveyor (Caltrans), Range C.

Or III

Two years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range D.

Or IV

Three years of field or office experience performing duties equivalent to a Transportation Surveyor (Caltrans), Range A, B, or C.

EXAMINATION INFORMATION

This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

1. Fundamental surveying, mathematics, and basic science as applied to surveying.
2. Methods of precise survey measuring.
3. Use and adjustment of precision surveying instruments.
4. Procedures, equipment, and materials used in surveying, including conventional and state of the art.
5. Mapping and drafting techniques.
6. Mathematics and procedures used in plane and geodetic surveying.
7. Computer applications and usage.
8. The California Coordinate System.
9. Code of Safe Surveying Practices.
10. Photogrammetric mapping procedures.
11. Principles and practices of boundary determination, land title research, and surveying.
12. Legal descriptions of real property.
13. Methods and terminology used in searching of land titles and factors involved in determining ownership of property.
14. Real property acquisition and mapping laws pertaining to public and private ownership of real property.
15. Monumentation of facilities.
16. The Land Surveyors' Act.
17. The Subdivision Map Act.
18. Factors which influence the impact of departmental projects on property and basic net.
19. Right of way engineering projects.
20. Planning, design, construction, and right of way procedures and policies as they relate to surveys.
21. Departmental plans, standards, policies, and procedures for planning, design, right of way, and construction as they relate to surveys.
22. Methods, equipment, and materials used in surveying and mapping of state facilities.

23. Computers and state-of-the-art surveying and related equipment.
24. Principles of effective communication.
25. Principles of effective personnel management and supervision.
26. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Perform the less complex field and office surveying work.
2. Make precise survey measurements.
3. Interpret legal descriptions of real property.
4. Make and interpret the less difficult survey calculations.
5. Apply and utilize the principles of the California Coordinate System.
6. Research, analyze, check, and adjust survey data.
7. Research and compile evidence and documentation for boundary determination.
8. Assist in planning, directing, and coordinating the work of a group of survey or right of way engineering personnel.
9. Do mapping and drafting.
10. Analyze situations accurately and take effective action.
11. Prepare clear and concise reports and correspondence.
12. Write property descriptions and prepare legal land documents and descriptions.
13. Operate precise surveying instruments (conventional and state of the art).
14. Establish and maintain friendly, business-like relations with those contacted in the course of the work.
15. Communicate effectively.
16. Supervise the work of surveyors.
17. Plan and direct the work of a survey party.
18. Make necessary corrections and/or revisions to construction plans, under direction of the Resident Engineer, when required to meet field conditions and/or comply with policies and standards.
19. Plan and direct the work of a staff engaged in field survey work.
20. Plan and direct the work of a staff engaged in resolution of legal property descriptions.
21. Prepare clear and comprehensive reports and technical correspondence.
22. Review the work of others for compliance with legal requirements, policies, and specifications.
23. Analyze situations accurately and adopt an effective course of action.
24. Effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these

points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination. If you receive Veterans Preference Points, you cannot also receive career credits.

SELECTION PLAN

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.

CONTACT INFORMATION

For more information regarding this exam, please call the analyst at 916-227-7407.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three days prior to the written test date if he/she has not received his/her notice to appear.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will

be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees

of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929